

California Historical Records Advisory Board
Meeting Minutes
June 11, 2012

Location: Teleconference meeting

Members Present: Peter Blodgett, Jim Hofer, Sue Hodson, Nancy Lenoil, Laren Metzger, Chuck Wilson, Claude Zachary

Members Absent: Stacey Aldrich, Gabriele Carey, David Drake, Ilona Koti

Guests: Rebecca Wendt, California State Archives, Lori Ashley, Charles Dollar

The meeting began at 9:30.

Board Membership

Nancy announced that Blaine Lamb, Chief of the Archaeology, History, and Museum Division of State Parks, will replace Wendy Franklin on the board. His first meeting will be in July 2012.

SNAP Grant

Lori Ashley and Charles Dollar provided an update about the electronic records workshop. Two documents were provided to the board in advance, including a summary of sources consulted for the workshop and a course outline. They propose that the workshop will be divided into five parts: Information Governance-Key Electronic Records Terms and Concepts; Standards and Best Practices and Metadata and Recordkeeping Requirements; Common Systems and Platforms in the Public Sector; Appraisal, Scheduling, Storage, and Repositories; and Long-Term Digital Preservation.

A discussion ensued about the content of the workshops and the intended audience. Several members emphasized that the needs/issues of archivists must be encompassed in the course and that, as presented, much of the content seemed to focus on records creators and a records management perspective. Lori and Charles noted that archival concerns will be addressed and that case studies will be developed to give the instructor flexibility to use materials that are geared toward the majority of the attendees. It was also noted that the marketing for the workshop will need to clearly define the intended audience and that the content should be relevant to a broad constituency, including those who deal with personal papers.

Lori indicated that content-related documents will be sent to the board for its review and approval prior to the next board meeting in July. Charles noted that he and Lori would be available to meet with members at the Society of American Archivists' annual meeting in early August in San Diego. The workshop should be ready for delivery by late August. Laren noted that he has been looking at potential venues in Southern California and asked the members for input on the location. Claude indicated that USC might be a potential site.

The meeting ended at 10:31.